

## **Shetland Islands Council's Equal Pay Statement 2017-2021**

Shetland Islands Council is committed to the principle of equal pay for all our employees. We aim to identify and eliminate any bias in our pay systems and to reduce occupational segregation.

We believe that all staff, regardless of their gender, race, age, pregnancy and maternity, gender reassignment, sexual orientation, religion or belief, marital/civil partnership status, ethnic origin and disability should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.

It is important that employees have confidence in the Council's pay systems and in the process of eliminating bias. Shetland Islands Council uses an analytical job evaluation system to assess the value of jobs and their place in the Council's pay and grading structure. For teachers, promoted posts are subject to job sizing for salary purposes. These job evaluation processes are carried out with the involvement of recognised trade unions.

We believe that in addressing equal pay gaps in our pay system and reducing occupational segregation we are sending a positive message to our employees and the Shetland community. We believe that we should operate a pay and grading system which is transparent, based on objective criteria and free from bias, on any grounds. We recognise that avoiding unfair discrimination and rewarding fairly the skills, experience and potential of all employees will improve motivation and loyalty, enhance efficiency and demonstrate that the Council is a good employer.

We will ensure that adequate resources are in place to meet our equal pay objectives, and will work in partnership with recognised trade unions to eliminate unfair or unlawful practices that impact on pay, and take appropriate remedial actions.

The Council's Equal Pay Objectives are to:

- Monitor pay gaps relating to gender, disability and race, occupational segregation and the availability of part-time and flexible working arrangements;
- Identify and eliminate any unfair, unjust or unlawful practices that impact on pay equality;
- Take appropriate remedial action;
- Have a workforce that is representative of the Shetland community;
- Ensure recruitment and employment practices promote equality of opportunity and eliminate discrimination.

To achieve Shetland Islands Council's commitment to providing equal pay in practice, we will:

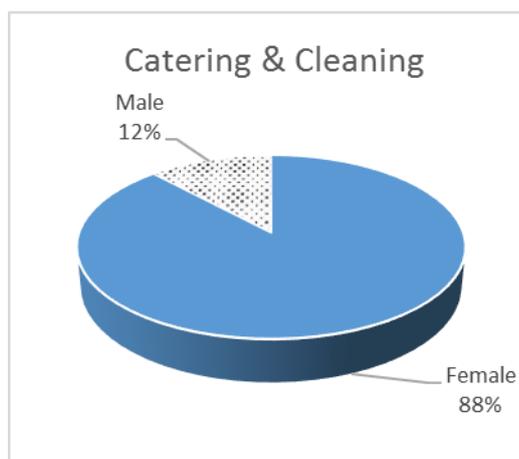
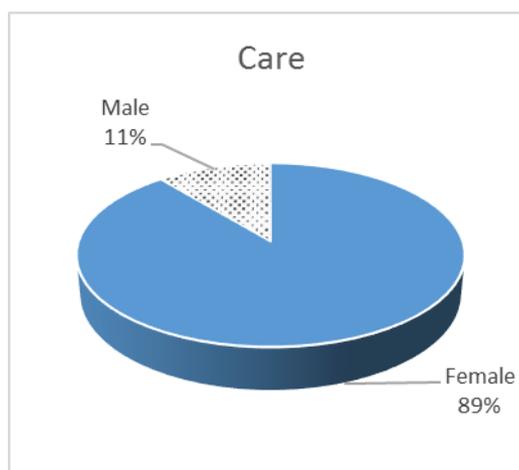
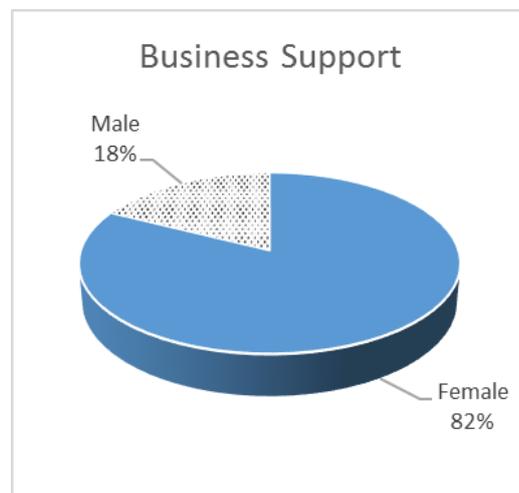
- Apply a pay structure for employees covered by the Scottish Joint Council for Local Government Employees conditions of service that ensures equal pay for work of equal value and fair implementation of single status terms and conditions;
- Carry out regular equal pay reviews in line with EHRC guidance for all staff to identify any pay gaps and their causes;
- Plan and implement actions identified from equal pay reviews in partnership with the recognised trade unions;
- Monitor and review occupational segregation and take positive action to address it in partnership with schools, colleges, and other partners involved in training, skills development and employability, and through focussed development opportunities and mentoring schemes;
- Provide training and guidance for those employees involved in carrying out Job Evaluation and Job Sizing;
- Inform employees of how Job Evaluation and Job Sizing practices work and how their own pay is determined;
- Respond to complaints and grievances on equal pay, and monitor these;
- Gather evidence of the impact of caring responsibilities on the workforce, to identify whether career and pay progression is being adversely affected and set appropriate objectives for remedial action;
- Provide training and guidance on reasonable adjustments, and monitor effectiveness in recruiting disabled applicants and maintaining employment for employees who become disabled;
- Improve data collection on employees and applicants in regard to protected characteristics to help us achieve our equality and diversity aims;
- Carry out Equality Impact Assessments on all employment policies;
- In conjunction with recognised trade unions monitor pay statistics annually;
- Review progress every two years.

The Council's Corporate Management Team (CMT) led by the Chief Executive is responsible for implementing, monitoring and reviewing the application of this statement across the Council and to ensure that it is reviewed and published every four years.

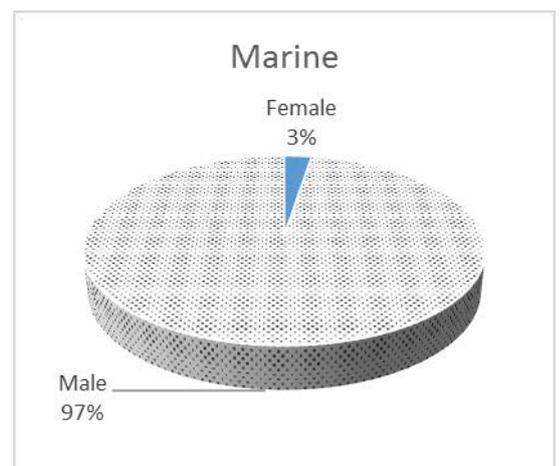
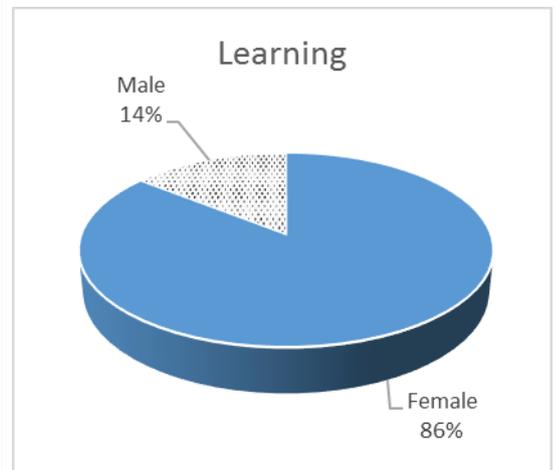
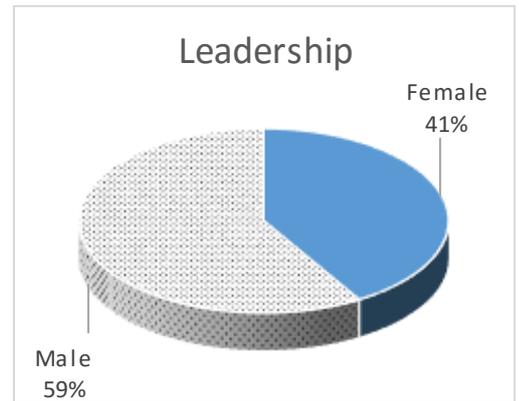
# Occupational Segregation

## Horizontal Segregation by Gender

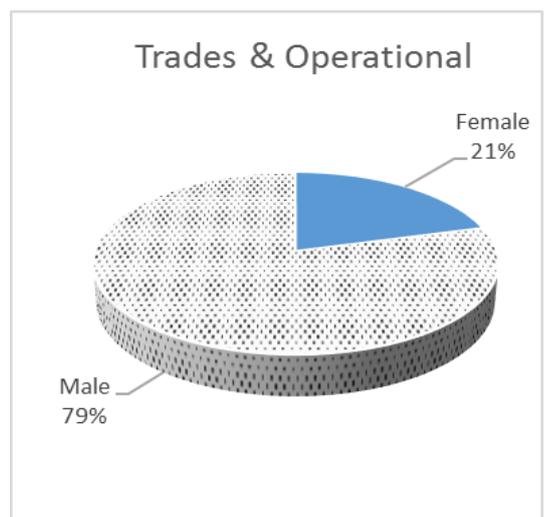
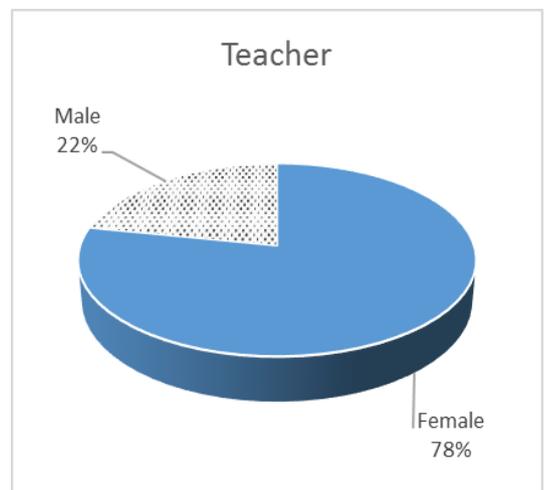
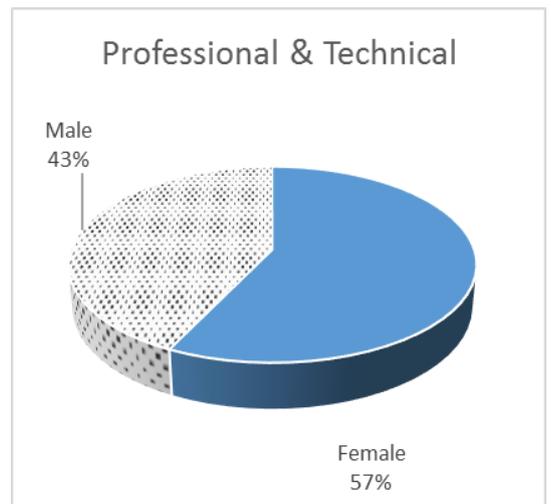
Broad Occupational Categories	Female	Male	Total
<b>Business Support</b> Typical Jobs: Administration and Clerical Assistants; Library Assistant; Personal Assistant; Finance Assistant; ICT Assistant	473	101	574
<b>Care</b> Typical Jobs: Social Care Worker; Senior Social Care Worker; Home Help; Community Housing Support Worker; Houseparent	704	87	791
<b>Catering &amp; Cleaning</b> Typical Jobs: School Cleaner; Officer Cleaner; Kitchen Assistant; Assistant Cook; Cook	375	51	426



<b>Broad Occupational Categories</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
<b>Leadership</b>	<b>36</b>	<b>51</b>	<b>87</b>
Typical Jobs: Team Leader; Executive Manager; Director			
<b>Learning</b>	<b>408</b>	<b>68</b>	<b>476</b>
Typical Jobs: Learning Support; Youth Worker; Adult Learning Tutor; Lecturer; Early Years; Play Support			
<b>Marine</b>	<b>4</b>	<b>153</b>	<b>157</b>
Typical Jobs: Deckhand; Mate; Master; Engineer; Marine Pilot; Skipper			



<b>Broad Occupational Categories</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
<b>Professional &amp; Technical</b>	<b>95</b>	<b>71</b>	<b>166</b>
Typical Jobs: Social Worker; Planning Officer; ICT Technician; Engineer/Technician; Occupational Therapist; Solicitor; Senior Social Worker			
<b>Teacher</b>	<b>389</b>	<b>109</b>	<b>498</b>
Typical Jobs: Teacher; Principal Teacher, Head Teacher; Depute Head Teacher;			
<b>Trades &amp; Operational</b>	<b>68</b>	<b>261</b>	<b>329</b>
Typical Jobs: Supervisory Assistant; Janitor; Roadworker; Waste Operative; Supervisory Roadworker; Maintenance Technician; Auxiliary; Games Hall Attendant			

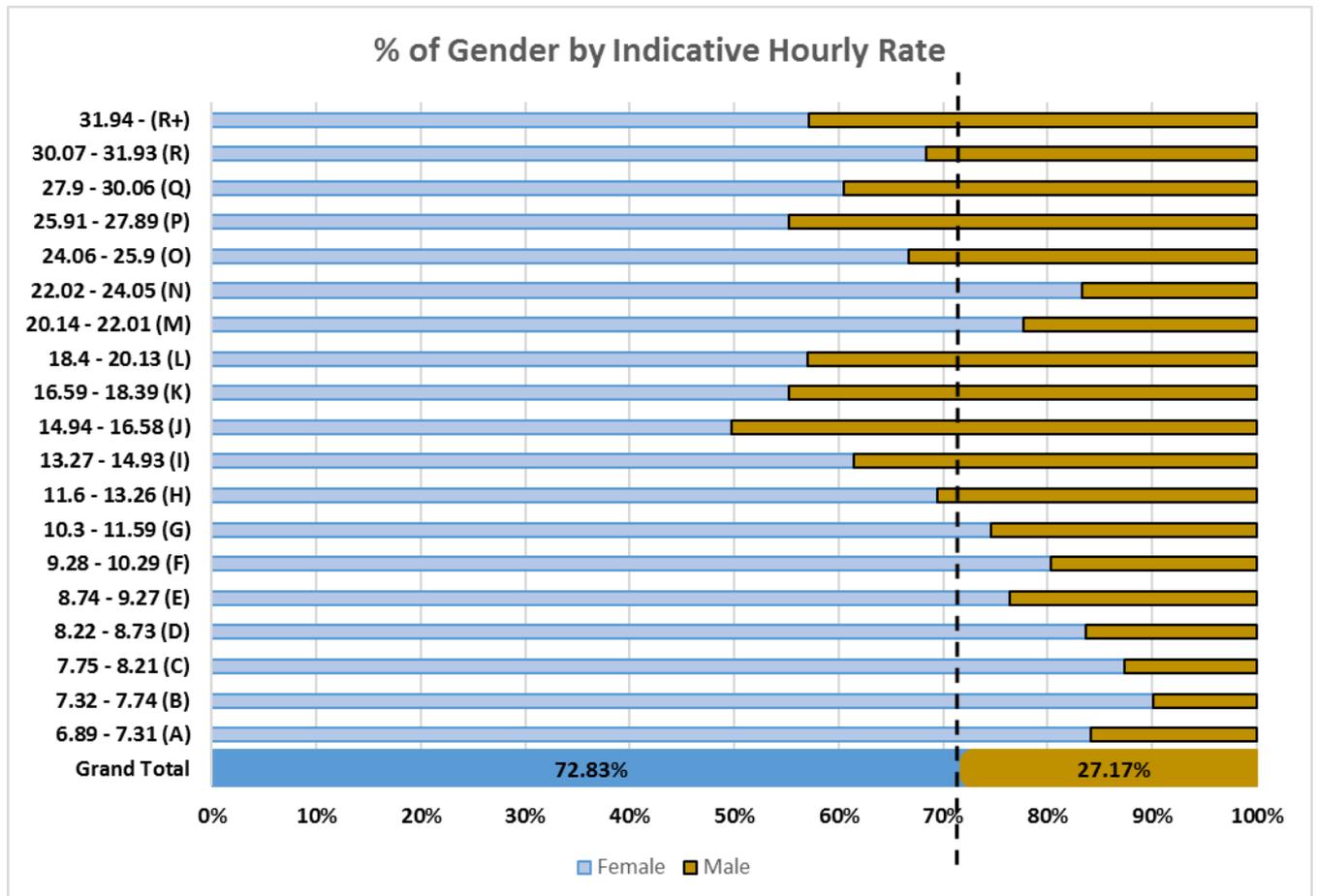


## Broad Occupational Categories

Category	Gender		Disability			Race					Grand Total
	Female	Male	Not Disabled	Disabled	No Disability Information	Ethnic Minority Group	White	White - Eastern European	White - Other British, British, English, Irish or Scottish	No Race Information	
Business Support	13.50%	2.88%	15.24%	0.51%	0.63%	0.17%	6.45%	0.09%	9.22%	0.46%	<b>16.38%</b>
Care	20.09%	2.48%	18.24%	1.17%	3.17%	0.46%	15.75%	0.00%	4.11%	2.25%	<b>22.57%</b>
Catering & Cleaning	10.70%	1.46%	9.50%	0.91%	1.74%	0.49%	8.59%	0.00%	1.83%	1.26%	<b>12.16%</b>
Leadership	1.03%	1.46%	2.23%	0.17%	0.09%	0.03%	0.91%	0.00%	1.46%	0.09%	<b>2.48%</b>
Learning	11.64%	1.94%	10.93%	0.86%	1.80%	0.03%	10.27%	0.00%	1.94%	1.34%	<b>13.58%</b>
Marine	0.11%	4.37%	4.34%	0.14%	0.00%	0.00%	2.65%	0.00%	1.83%	0.00%	<b>4.48%</b>
Professional & Technical	2.71%	2.03%	4.20%	0.31%	0.23%	0.09%	2.25%	0.00%	2.28%	0.11%	<b>4.74%</b>
Teacher	11.10%	3.11%	12.41%	0.68%	1.11%	0.03%	10.33%	0.00%	3.05%	0.80%	<b>14.21%</b>
Trades & Operational	1.94%	7.45%	7.53%	0.91%	0.94%	0.09%	5.42%	0.00%	3.34%	0.54%	<b>9.39%</b>
<b>Grand Total</b>	<b>72.83%</b>	<b>27.17%</b>	<b>84.62%</b>	<b>5.68%</b>	<b>9.70%</b>	<b>1.37%</b>	<b>62.64%</b>	<b>0.09%</b>	<b>29.05%</b>	<b>6.85%</b>	<b>100.00%</b>

## Vertical Segregation – Gender

This table shows the gender breakdown across the equal pay audit data set (all employees at 31/03/2016 except TUPE), broken down into bands using the LGE pay and grading model as a framework. This includes those from other grading models, placed within the salary bands set out. The breakdown by total employees is set out at the bottom which shows what the ratio of female to males is across all employees in this data set.



It shows that there is an under representation of males in lower grades relative to their share in the total group, and an over representation at higher grades. The reverse is the case for female employees.

One quarter, 25%, of women (640) are in grades A-E, while these grades account for 13% (128) of men. The mid-point for male employees is around a full LGE grade higher than for female, around H rather than G.

## Gender Split across Teaching posts in Schools

	Number		Percentage		Teaching Gender Profile	
	Male	Female	Male	Female	Male	Female
Main Grade Teacher	67	312	17.68%	82.32%	22%	78%
Principal Teacher	24	33	42.11%	57.89%		
Head/Depute Teacher	15	41	26.79%	73.21%		

The table above gives a more detailed breakdown of teachers employed in schools during 2015/16. This shows an overall gender breakdown of 22% male and 78% female in the teaching profession, and how this is reflected across the three categories of Main Grade teacher; Principal teacher or Head/Depute. This demonstrates that there are more women teachers on the main grade than proportionate to the overall number. Most clearly it shows that male teachers are found in much greater numbers than against the overall figures within Principal teachers, with Depute/Head Teachers showing a less marked differential. Further analysis is required including recruitment data to identify what the factors are underpinning this pattern, and actions developed to address these.