



Policy Statement on Equal Pay

Human Resources
April 2021

WEST LoTHIAN COUNCIL

POLICY STATEMENT ON EQUAL PAY

1. Statement of Intent

- 1.1 The council's Policy on Equality - Employment and Service Provision sets out the organisation's commitment to eliminate discrimination, advance equality of opportunity and promote good relations between different groups.
- 1.2 A key consideration in meeting that commitment is the need to ensure that the council's pay, grading and benefit arrangements are transparent, based on objective criteria and free from unfair bias related to the protected characteristics covered by the Equality Act 2010. To achieve this objective the council will continuously monitor the application of its pay and grading systems with a view to identifying and eliminating any inequitable or unlawful pay practices.
- 1.3 The council will also monitor the application of other relevant employment policies and practices to ensure that they do not adversely impact on equality in respect of access to pay, benefits or career development.
- 1.4 By tackling the potential sources of pay discrimination and removing barriers to equality, the council believes it sends a positive message to both its workforce and customers alike.

2. Implementation

- 2.1 With appropriate resources, the policy will be implemented through the application of sound and legally robust pay and reward practices supported and complemented by the initiatives and measures set out in the council's Corporate Equality Outcomes and Equality Mainstreaming Report.
- 2.2 Any proposed changes to pay and other associated employment practices will be subject to consultation with the recognised trade unions and other relevant stakeholders.
- 2.3 Following the implementation of Single Status across the Authority in 2007, the council operates measures to continue to monitor issues related to equal pay within the organisation.

3. Scope

- 3.1 This policy statement covers the four discrete employee groups comprising the council's workforce. Pay and conditions of service for each of those groups derive from separate Schemes of Pay and Conditions of Service negotiated nationally and supplemented where appropriate by local collective agreements.

The national negotiating bodies are:

- Scottish Joint Council for Local Government Employees;
- Scottish Joint Council for Craft Operatives;
- Scottish Negotiating Committee for Teachers; and
- Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland).

4. Specific Actions

4.1 In addition to addressing the priorities set out within the wider Corporate Equality Outcomes, the council is committed to implementing a number of other specific actions in relation to equal pay. Those actions are to:

- In consultation with relevant trade unions, conduct regular equal pay reviews within the council and thereby:
 - identify and understand the reasons for any differences in pay within and between employee groups;
 - eliminate pay gaps/ differences that cannot satisfactorily be explained on grounds other than those relating to a protected characteristic;
- Provide appropriate training and guidance on equal pay for those involved in determining pay and grading matters in terms of job evaluation, new appointments, progression, grievances and providing advice;
- Gather evidence of the impact of caring responsibilities on the workforce, to identify whether career continuity and pay progression is being adversely affected, and set appropriate objectives for remedial action; and
- Gather evidence on the extent of occupational segregation within the council and set appropriate objectives for remedial action as necessary.

5. Monitoring and Reporting

5.1 In accordance with the requirement under the Public Sector Equality Duty, to publish data on the gender pay gap every two years, data on gender pay and gender occupational segregation in the council will be addressed in the biennial review of this policy. Information on the recruitment, development and retention of employees will also be published every two years as part of the council's Equality Mainstreaming Report.

5.2 Details of actions taken to implement the outcome of equality impact assessments will also be posted on the council's website and as part of the council's Equality Mainstreaming Report.

6. Review and Accountability

6.1 This policy will be reviewed every two years through involvement with all relevant stakeholders and reported to the Council's Executive Committee.

6.2 The Head of Corporate Services, on behalf of the council's Corporate Management Team, has overall responsibility for implementation of the commitments outlined within this policy.

7. Gender Pay Gap

7.1 The council's gender pay gap as at March 2021 is set out below:

Gender	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Female	6056	£103,105.05	£17.03
Male	2165	£37,340.25	£17.25
Total	8221	£140,445.30	£17.08

Standard Calculation

Male average salary – Female average salary = paygap (monetary)
17.25 – 17.03 = 0.22

Paygap (monetary) / male average salary x 100 = **paygap (%)**
0.22 / 17.25 x 100 = 1.27 %

West Lothian Council Gender Pay Gap = 1.3 %

7.2 The council's mean gender pay gap for all employees has increased since last reported in the 2019 Equal Pay Statement when it was recorded as 0.52%. The council's current pay gap is lower than the average rate for Scottish Local Authorities (3.42%) as reported in the 2019/20 Local Government Benchmarking Framework.

8. Ethnicity Pay Gap

8.1 The council's ethnicity pay gap as at March 2021 is set out below:

Ethnicity	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Ethnic Minority	147	£2,634.94	£17.92
Other	8074	£137,810.36	£17.07
Total	8221	£140,445.30	£17.08

Standard Calculation

Other average salary – Ethnic Minority average salary = paygap (monetary)
17.07 – 17.92 = -0.85

Paygap (monetary) / other average salary x 100 = **paygap (%)**
-0.85 / 17.07 x 100 = -4.97 %

West Lothian Council Ethnicity Pay Gap = -5 %

This is the first time the council has published its ethnicity pay gap. As part of a joint commitment, the Scottish Parliament's Equalities and Human Rights and Scottish Government are calling on employers in the public sector to review their recruitment procedures and publish the "pay gap" faced by ethnic

minority groups in order to confront, and address, issues of race inequality.

9. Occupational Segregation

- 9.1 The council recognises that occupational segregation is one of the key barriers which prevents women and men from fulfilling their potential, and consequently contributes to the gender pay gap.
- 9.2 At the same time, it can have a damaging impact due to the segmentation of men and women into different types of employment; segmentation that can fail to make the most efficient use of the potential workforce, can contribute to skills deficits and can hold back productivity.
 - 9.2.1 The challenge for the council is therefore to address the inherent issues relating to horizontal segregation in the service areas currently dominated by either female or male employees.
 - 9.2.2 Occupational segregation is identified within the council's Corporate Equality Outcomes 2021-2025 as a significant priority for focus over the period.
 - 9.2.3 The tables below outline the council's data on sex based occupational segregation. In addition, in line with the reporting requirements, information is provided on occupational segregation in relation to ethnicity and disability.

WEST LoTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY SEX AS AT FEBRUARY 2021

Service Area	Functional Area	Sex	Salary Bands																Chief Officers	Psych	Teachers	Grand Total	
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N						
Chief Executive, Finance & Property	Anti Poverty Service	F					2	35	19	12	1	2					1					72	
		M						11	5	6		2											24
	Audit Risk and Counter Fraud	F								1			1										2
		M								2	1	1					1						5
	Chief Exec/Finance/Prop Management Team	F																					
		M																	1				1
	Chief Executive Office Management and Support	F								1		2	2										5
		M								1								1					2
	Construction Services	F									5	6											11
		M				2					16	9	3	1									31
	Financial Management	F					5			4	4	4	4	2	3								26
		M					2	1	1	4	1	1	1						1				12
	Property Management and Development	F				1			5			3											9
		M				2	6			1	1	3	5		2		1						21
	Revenues	F				5			23	10		3											41
		M				1			7	5						1							14
	Chief Executive/Finance/Property Total						11	15	82	47	51	33	20	5	5	1	4	1	1			276	

Service Area	Functional Area	Sex	Apprentice / Graduate	Salary Bands														Chief Officers	Psych	Teachers	Grand Total	
				A	B	C	D	E	F	G	H	I	J	K	L	M	N					
Corporate Services	Corporate Communications	F						1	1												2	
		M									2		2			1						5
	Corporate Management Team	F																	1			1
		M																	2			2
	Corporate Services Management Team	F																	1			1
		M																				
	HR & Support Services	F				15	14	16	10	5	3	5	2	1				1				72
		M				1	3		3	1	5	1										14
	Information Technology	F				1	2	2		4	4			1								14
		M					3	12		10	6	1		1			1					34
	Legal Services	F				2		4		7	5	2	3					1				24
		M								1		2										3
	Performance & Improvement	F						1		1	5					1						8
		M				1					2	1										4
	Procurement	F				2	1			3	2	1					1					10
		M					1			1	1	1										4
	Transformational Change	F									3	1	2	1		1						8
		M									2		1					1				1
	Corporate Services Total						21	20	27	31	20	42	25	8	2	4	2	4	4			210

Service Area	Functional Area	Sex	Apprentice / Graduate	Salary Bands														Chief Officers	Psych	Teachers	Grand Total	
				A	B	C	D	E	F	G	H	I	J	K	L	M	N					
Education Services	Additional Support Need Schools	F			3	175	8	5												104	295	
		M				10	5	1			1										28	45
	Education Psychology Service	F				1	1		1										11	1	15	
		M																	2		2	
	Education Services Management Team	F																				
		M																1			1	
	Inclusion and Wellbeing	F				28	2		1								1				5	37
		M				1																1
	Learning Policy and Performance	F				3	22	12	14	13	3	1	2	1							1	72
		M				3	8	4	3	6	5					1					3	33
	Primary Schools	F		24		506	142	366	91		17										1102	2248
		M		1		11	1	8	1												104	126
	Quality Improvement Team	F					1	1	1	1	1										20	25
		M								2											7	9
	Secondary Schools	F		1		134	42	16	21		6	10									610	840
		M				8	2	14	11		2	2									298	337
	Strategic Resources	F					1	1		18							1				13	34
		M					1			7	1		1								9	19
Education Services Total				26		668	435	438	148	49	35	14	3	1		3		1	13	2305	4139	

Service Area	Functional Area	Sex	Salary Bands																	Grand Total	
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers
Housing, Customer & Building	Building Services	F	2			2	8	10	5	3											30
		M	30			35	35	186	67	26	8	1	2			1					391
	Customer & Community Services	F	1			22	63	7		11		2									106
		M	1			4	24	3	1	1		1				1					36
	Customer Service Centre	F					26	23		9		1									59
		M					5	6													11
	Housing, Customer & Building Management Team	F																	1		1
		M																			
	Housing Management and Community Safety	F				2		1	16	31	4				1						55
		M								8	7	2									17
	Housing Need	F					1	5	34	3	4	2					1				50
		M				1		1	14	3	2	2									23
	Housing Performance and Change	F								9		1			1						11
		M								2		2		1							5
	Housing Strategy and Development	F						1		3		3					1				8
		M								6	1	1	1		1						10
	Housing Customer & Building Total			34			66	162	243	147	112	21	16	3	1	3	2	2	1		813

Service Area	Functional Area	Sex	Salary Bands																Grand Total			
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers		Psych	Teachers	
Operational Services	Facilities and Support Services	F		529	34	26	75	5	4	2	1										676	
		M		63		5	82		6		5					1						162
	NETs Land & Countryside	F				5	2	3		3	1		1									15
		M	6		26	17	55	59	12	10	1		3					1				190
	Operational Services Management Team	F																				
		M																	1			1
	Public and Community Transport	F				15	5	1		1					1							23
		M				4	24		2													30
	Recycling, Waste and Fleet Services	F				1	2	1	4		2		1									11
		M	3			70	33	70	18	5	1		1	2		1						204
	Roads and Transportation	F				7	1	1		3	1											13
		M				4	1	54	18	15	13	7		3				1				116
	Operational Services Total			9	592	60	154	280	194	64	39	25	7	6	5	1	2	2	1			1441

Service Area	Functional Area	Sex	Salary Bands																Chief Officers	Psych	Teachers	Grand Total
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N					
Planning Economic Development & Regeneration	Economic Development & Regeneration	F				2	1		23	4	3	1					1				35	
		M	1	1					1	3	6	1	1									14
	Environmental Health & Trading Standards	F				3		4		5												12
		M					3	2	1	5	3		2					1				17
	Planning Economic Development & Regeneration Management Team	F																				
		M																	1			1
	Planning Services	F				3	6		1	4	3		1		1	1						20
		M	1			1			2	4	5	3	5		1			1				23
Planning Economic Dev & Regeneration Total			2	1		4	11	4	10	35	28	10	8	2	2	1	3	1			122	

Service Area	Functional Area	Sex	Salary Bands																	Grand Total		
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers	
Social Policy	Children and Families	F		2			6	5	74	21	78	26	1	3			1				217	
		M				1			12	9	12	1	1									36
	Community Care	F		59		281	34	167	110	17	94	18		4			1					785
		M		5		16	12	15	12	2	17	11		2			1					93
	Criminal and Youth Justice	F					5	1	10		25	6		2								49
		M						4	10	2	7	3		1			1					28
	Social Policy Management Team	F																1				1
		M																				
Social Policy Total				66		298	57	192	228	51	233	65	2	12			4	1			1209	
Grand Total			45	685	60	1222	980	1180	675	357	417	157	35	28	11	14	16	10	13	2305	8210	

WEST LoTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY ETHNICITY AS AT FEBRUARY 2021

Service Area	Functional Area	Ethnicity	Salary Bands																	Grand Total		
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers	
Chief Exec/Finance/Prop	Anti Poverty Service	EM						1	2			1									4	
		Other					2	45	22	18	1	3				1					92	
	Audit Risk and Counter Fraud	EM																				
		Other									3	1	1	1			1					7
	Chief Exec/Finance/Prop Management Team	EM																				
		Other																	1			1
	Chief Executive Office Management and Support	EM																				
		Other								2		2	2				1					7
	Construction Services	EM										1										1
		Other				2					21	14	3	1								41
	Financial Management	EM																				
		Other					7	1	5	8	5	5	3	3				1				38
	Property Management and Development	EM																				
		Other				3	6	5	1	1	6	5		2		1						30
	Revenues	EM																				
		Other				6		30	15		3				1							55
	Chief Executive/Finance/Property Total						11	15	82	47	51	33	20	5	5	1	4	1	1			276

Service Area	Functional Area	Ethnicity	Salary Bands																Chief Officers	Psych	Teachers	Grand Total				
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N									
Corporate Services	Corporate Management Team	EM																								
		Other																					3			3
	Corporate Communications	EM																								
		Other							1	1	2		2			1										7
	Corporate Services Management Team	EM																								
		Other																					1			1
	HR & Support Services	EM					1																			1
		Other				16	16	16	13	6	8	6	2	1				1								85
	Information Technology	EM							1																	1
		Other					1	5	13		14	10	1		2		1									47
	Legal Services	EM									1															1
		Other				2		4	1	7	6	2	3					1								26
	Performance & Improvement	EM																								
		Other				1		1		1	7	1			1											12
	Procurement	EM									1															1
		Other				2	2				3	3	2				1									13
	Transformational Change	EM											1													
		Other								2		3	1	2	1		1	1								11
	Corporate Services Total						21	20	27	31	20	42	25	8	2	4	2	4	4							210

Service Area	Functional Area	Ethnicity	Salary Bands																	Grand Total		
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers	
Education Services	Additional Support Need Schools	EM				4														2	6	
		Other			3	181	13	6			1										130	334
	Education Psychology Service	EM								1												1
		Other				1	1												13		1	16
	Education Services Management Team	EM																		1		1
		Other																				
	Inclusion and Wellbeing	EM				1																
		Other				28	2	1							1						5	37
	Learning Policy and Performance	EM																				
		Other			6	30	16	17	19	8	1	2	1		1						4	105
	Primary Schools	EM			9	1	4	1													20	35
		Other	25		508	142	370	91		17											1186	2239
	Quality Improvement Team	EM																				
		Other				1	1	1	3	1											27	34
	Secondary Schools	EM			1																29	30
		Other	1		141	44	30	32		8	12										879	1147
	Strategic Resources	EM								1												1
		Other				2	1		24	1		1			1						22	52
	Education Services Total				26		668	435	438	148	49	35	14	3	1		3		1	13	2305	4139

Service Area	Functional Area	Ethnicity	Salary Bands																	Grand Total		
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers	
Housing, Customer & Building	Building Services	EM										1									1	
		Other	32			37	43	196	72	29	8		2			1						420
	Customer & Community Services	EM				1	1															2
		Other	2			25	86	10	1	12		3				1						140
	Customer Service Centre	EM					1															1
		Other					30	29		9		1										69
	Housing, Customer & Building Management Team	EM																				
		Other																	1			1
	Housing Management and Community Safety	EM									2											2
		Other				2		1	24	36	6					1						70
	Housing Need	EM									4											4
		Other				1	1	6	44	6	6	4									1	69
	Housing Performance and Change	EM																				
		Other								2	9		3		1	1						16
	Housing Strategy and Development	EM											1									1
		Other						1		9	1	4			1			1				17
	Housing Customer & Building Total			34			66	162	243	147	112	21	16	3	1	3	2	2	1			813

Service Area	Functional Area	Ethnicity	Salary Bands														Chief Officers	Psych	Teachers	Grand Total		
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M					N	
Operational Services	Facilities and Support Services	EM		11	2																13	
		Other		581	32	31	157	5	10	2	6					1						825
	NETs Land & Countryside	EM				2		1	1													4
		Other	6		26	20	57	61	11	13	2		4				1					201
	Operational Services Management Team	EM																				
		Other																	1			1
	Public and Community Transport	EM					1															1
		Other				19	28	1	2	1					1							52
	Recycling, Waste and Fleet Services	EM				1																1
		Other	3			70	35	71	22	5	3		2	2		1						214
	Roads and Transportation	EM				1					1	1										3
		Other				10	2	55	18	17	13	7		3				1				126
	Operational Services Total			9	592	60	154	280	194	64	39	25	7	6	5	1	2	2	1			1441

Service Area	Functional Area	Ethnicity	Salary Bands																Grand Total			
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers		Psych	Teachers	
Planning Economic Development & Regeneration	Economic Development & Regeneration	EM									1										1	
		Other	1	1			2	1	1	26	9	4	2					1				48
	Environmental Health & Trading Standards	EM									1											1
		Other					3	3	6	1	9	3		2				1				28
	Planning Economic Development & Regeneration Management Team	EM																				1
		Other																	1			
	Planning Services	EM										1										1
		Other	1			4	6			3	8	8	2	6		2	1	1				42
Planning Economic Dev & Regeneration Total			2	1		4	11	4	10	35	28	10	8	2	2	1	3	1			122	

Service Area	Functional Area	Ethnicity	Salary Bands																Grand Total			
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers		Psych	Teachers	
Social Policy	Children and Families	EM									4	1									5	
		Other		2		1	6	5	86	30	86	26	2	3				1				248
	Community Care	EM		2		7	1	4			4	1										19
		Other		62		290	45	178	122	19	107	28	6					2				859
	Criminal and Youth Justice	EM												1								1
		Other					5	5	20	2	32	9		2				1				76
	Social Policy Management Team	EM																				

Service Area	Functional Area	Ethnicity	Salary Bands																		Grand Total
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	
		Other																1			1
Social Policy Total				66		298	57	192	228	51	233	65	2	12				1			1209
Grand Total			45	685	60	1222	980	1180	675	357	417	157	35	28	11	14	16	10	13	2305	8210

WEST LoTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY DISABILITY AS AT FEBRUARY 2021

Service Area	Number of Disabled Employees by Salary Bands																	Grand Total	
	Apprentice/ Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers
Chief Executive, Finance and Property					1		3	5	3										12
Corporate Services						1				1					1				3
Education Services				22	6	12	2			1							1	25	69
Housing, Customer & Building Services				3	6		2	1		1									13
Operational Services	2	12		1	4	1	2		1										23
Planning, Economic Development & Regeneration							1	1	2										4
Social Policy		1		3		2	5		8	1									20
All Services	2	13		29	17	16	15	7	14	4					1		1	25	144