



Policy Statement on Equal Pay

Human Resources
March 2023

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 Equality Outcomes and Mainstreaming Framework 2021 -2025.
- 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 31st March 2023 is set out below:

Gender	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Female	6318	£118,971.30	£18.83
Male	2177	£41,200.21	£18.93
Total	8495	£160,171.51	£18.85

Standard Calculation

Male average salary – Female average salary = paygap (monetary)
18.93 – 18.83 = 0.10

Paygap (monetary) / male average salary x 100 = **paygap (%)**
0.10 / 18.93 x 100 = 0.53 %

West Lothian Council Gender Pay Gap = 0.53%

The council's mean gender pay gap for all employees has decreased since last reported in the 2021 Equal Pay Statement when it was recorded as 1.3%. The council's current pay gap is lower than the average rate for Scottish Local Authorities (3.54%) as reported in the 2021/22 Local Government Benchmarking Framework. Based on this, in 2021/22, West Lothian ranked 5th (best) of all 32 Scottish Local Authorities for gender pay gap.

8. Ethnicity Pay Gap

8.1 The council's ethnicity pay gap as at March 31st 2023 is set out below:

Ethnicity	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Ethnic minorities	188	£3,537.16	£18.81
Other	8307	£156,634.35	£18.86
Total	8495	£160,171.51	£18.85

Standard Calculation

Other average salary – Ethnic minorities average salary = paygap (monetary)
18.81 – 18.86 = 0.05

Paygap (monetary) / Other average salary x 100 = **paygap (%)**
0.05 / 18.86 x 100 = 0.27 %

West Lothian Council Ethnicity Pay Gap = 0.27 %

9. Disability Pay Gap

9.1 The council's disability pay gap as at March 31st 2023 is set out below:

Disability	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Disabled	316	£5,431.56	£17.19
Non-Disabled	2487	£42,999.86	£17.29
Unknown	5692	£111,740.09	£19.63
Total	8495	£160,171.51	£18.85

Standard Calculation

Non-Disabled average salary – Disabled average salary = paygap (monetary)
 $17.29 - 17.19 = 0.10$

Paygap (monetary) / Other average salary x 100 = **paygap (%)**
 $0.10 / 17.29 \times 100 = 0.58 \%$

West Lothian Council Disability Pay Gap = 0.58 %

9.2 This is the first time the council has published its disability pay gap. Given the significant number of employees for which disability status is unknown. The pay gap has been calculated with reference only to employees where their disability status is known.

10. Occupational Segregation

- 10.1 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.
- 10.2 At the same time, it can have a damaging impact due to the segregation of men and women into different types of employment; segregation that can fail to make the most efficient use of the potential workforce, can contribute to skills deficits and can hold back productivity.
- 10.3 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.
- 10.4 The tables below outline the council's data on gender 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 GENDER AS AT FEBRUARY 2023

Service Area	Gender	Apprentice / Graduate	Salary Bands													Chief Officers	Psych	Teachers	Grand Total	
			1	2	3	4	5	6	7	8	9	10	11	12	13					
Chief Exec, Finance & Property	F			4	9	60	42	19	20	9	2	4		1		6			176	
	M			2	15	17	12	32	14	12	3	2	1	2	2	6			120	
Corporate Services	F		1	13	11	25	11	14	17	11	4	5	3	2	2				119	
	M		1	3	6	3	18	3	16	10	3		2		2				67	
Education	F		47	684	441	458	132	32	29	12	2	1		2				11	1926	3777
	M			27	34	34	17	9	7	3	1			1				2	477	612
Housing Customer & Building Services	F	5	4	28	95	46	59	68	10	12			1		2					330
	M	50	196	105	31	13	25	46	14	5	3		1	2						491
Operational Services	F	1	587	116	90	10	16	8	8	1	2			1						840
	M	10	59	133	192	169	46	37	19	6	5	4		1	3					684
Planning, Economic Dev & Regeneration	F		3	2	8	3	7	26	13	4	1	1		1	1					70
	M		4	4	2	3	6	6	16	6	4	3	1		2					57
Social Policy	F		38	246	47	160	209	36	203	58		9			4					1010
	M		7	16	12	21	34	10	26	14	1	4			1					146
TOTALS		11	800	1380	1198	1022	634	346	412	163	31	33	9	13	19	12	13	2403		8499

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY ETHNICITY AS AT FEBRUARY 2023

Service Area	Ethnicity	Salary Bands															Chief Officers	Psych	Teachers	Grand Total
		Apprentice / Graduate	1	2	3	4	5	6	7	8	9	10	11	12	13					
Chief Executive Finance & Property	Ethnic Minorities					3	2	1	1					1						8
	Other			6	24	74	31	52	34	38	6	6	1	2	2	12				288
Corporate Services	Ethnic Minorities			1	1	1	1	1	2	1										8
	Other		2	15	16	27	28	16	31	20	7	5	5	2	4					178
Education	Ethnic Minorities		3	21	12	6		1											58	101
	Other		44	690	463	486	149	40	36	15	3	1		3				13	2345	4288
Housing Customer & Building Services	Ethnic Minorities			1	3		2	2		1	1									10
	Other	55	200	37	141	61	101	160	25	22	3		2	2	2					811
Operational Services	Ethnic Minorities		14	4	3	1			2	2										26
	Other	11	636	241	279	178	62	45	25	5	7	4		2	3					1498
Planning, Economic Dev & Regeneration	Ethnic Minorities								1	1										2
	Other		7	6	10	6	13	32	29	8	5	4	1	1	3					125
Social Policy	Ethnic Minorities		2	10		5	1		8	2		1								29
	Other		43	253	58	176	242	46	221	70	1	12			5					1127
TOTALS		66	951	1285	1010	1024	632	396	415	185	33	33	9	13	19	12	13	2403	8499	

WEST Lothian Council Occupational Segregation by Disability as at February 2023

Service Area	Number of Disabled Employees by Salary Bands																	
	Apprentice/ Graduate	1	2	3	4	5	6	7	8	9	10	11	12	13	Chief Officers	Psych	Teachers	Grand Total
Chief Executive, Finance and Property		2	2	3	3	3	1											14
Corporate Services			3	3	3	1		4	1					1				16
Education Services		2	46	5	21	1		1	2							2	69	149
Housing, Customer & Building Services	2	1	5	5	5	7	3						1					29
Operational Services	1	24	9	10	3	1	2		3		1			1				55
Planning, Economic Development & Regeneration		1			2	2	2	2	1									10
Social Policy		1	9	2	5	9	3	16										45
All Services	3	31	74	28	42	24	11	23	7	0	1	0	1	2	0	2	69	318

End of Policy Statement on Equal Pay