

Shetland Islands Council's Equal Pay Statement 2021-2025

Shetland Islands Council is committed to the principle of equal pay for all our employees and to reducing occupational segregation. This Equal Pay Statement should be read in conjunction with our Equality and Diversity Policy which is available at <https://www.shetland.gov.uk/strategy-performance/equality-diversity> where we also publish our regular Employment Equalities Monitoring Report and Equal Pay Gap Information.

We aim to ensure a fair, open and transparent approach to the determination of pay and conditions of employment which does not discriminate unlawfully and is free from bias across all of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We acknowledge that people have more than one protected characteristic that defines their identity and take an intersectional approach to addressing experiences of discrimination.

We believe that all employees should receive equal pay for the same or broadly similar work, for work rated as equivalent, or for work of equal value. 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 Shetland Islands Council is a good employer.

In our corporate plan, Our Ambition 2021-26

<https://www.shetland.gov.uk/ourambition> we assert “our ambition is for the council **to be a fabulous place to work**, through exceptional employee experience, talented managers and leaders, and a culture underpinned by our values, kindness, fairness and equality”.

We recognise that violence against women is a cause and consequence of wider gender inequality. Women’s labour market inequality also sustains, and is a result of, wider gender inequality in society. We believe that addressing women’s labour market inequality is therefore a necessary step in preventing violence against women, both within and out with the workplace. We are also committed to creating and maintaining a culture free from sexism, sexual harassment, misogyny and other forms of violence against women.

Reducing occupational segregation (where an occupation is dominated by a group that shares a protected characteristic, usually sex) is a key priority and we aim to ensure that all protected characteristics are represented at all levels of the workforce and in all areas of work. We also aim to have a workforce that is representative of the Shetland community.

The Council’s responsible officer for equality in employment is the Executive Manager – Human Resources.

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

We will:

- Use a robust framework of job evaluation which allows an objective and reliable measure of the size and relative worth of each job. The framework is underpinned by equal opportunities practice ensuring that there is no bias related to any of the protected characteristics;
- Ensure that all those involved in carrying out job evaluation or job sizing are appropriately trained;
- Inform employees of how pay practices work and how their own pay is determined;
- Allow employees to appeal against job evaluation outcomes;
- Carry out regular equal pay reviews in line with Equality and Human Rights Commission (EHRC) guidance to identify any pay gaps and their causes;
- Assess and review the findings of monitoring activities and take action where necessary;
- Consider the impact of pay practices on the roles, levels and distribution across the Council on the basis of sex, disability and race. We will do this by monitoring areas of occupational segregation of these characteristics;
- Design Workforce Development activities and work in partnership with schools, colleges and other partners involved in training, skills development and employability to reduce occupational segregation on the basis of sex, disability and race;
- Respond to complaints and grievances on equal pay, and monitor these;
- Carry out Equality Impact Assessments on all employment policies;
- Improve data collection of employees and applicants in regard to protected characteristics to help us identify equality issues and where remedial action is required;
- Provide training and guidance on reasonable adjustments, and monitor effectiveness in recruiting disabled applicants and maintaining employment for employees who become disabled;
- Maintain our “Happy to talk Flexible” strapline in our adverts and deliver a scheme of terms and conditions which are family friendly and flexible where service requirements permit;
- Develop an HR framework that supports flexible and agile ways of working including the design of jobs and work;
- Continue to work in partnership with the recognised Trades Unions on equal pay and equalities in employment;
- Demonstrate that we continue to meet the standards set by Close the Gap so we maintain our status as an Equally Safe at Work employer at Bronze level, or above.

Information on Occupational Segregation

As a public authority, as well as being required to publish a statement on equal pay every four years to meet the Scotland Specific Duties in the Equality Act, we must publish information on occupational segregation. The EHRC notes that “an analysis of occupational segregation is the first step towards being able to prioritise and take actions to address particular issues within your own organisation”.

Occupational Segregation is the concentration in particular grades and in particular occupations of women and men, people who are disabled and people who are not, and people who fall into a minority racial group and people who do not.

The information published relates to contracted employees (not relief or supply) who were employed by Shetland Islands Council during financial year 2019/2020, the total was 3,430. To make it easier to compare and note whether there has been any progress we have included information from 2015/2016 (Our last published data). The number of contracted employees for this period was 3,504.

In our 2017 Equal Pay Statement we decided to split roles into one of nine Broad Occupational Categories to help us get a clear picture of patterns of employment across sex, race and disability. We have used these categories again in our 2021 updated Equal Pay Statement. The categories and typical jobs of those in employment within these are as follows:

Broad Occupational Category	Typical roles
Business Support	Administrative, Clerical & Business Support Assistant; Library Assistant, Personal Assistant
Care	Social Care Worker, Home Help, Housing Support Worker
Catering and Cleaning	Cleaner, Kitchen Assistant, Cook
Leadership	Chief Executive, Directors, Executive Managers, Team Leaders
Learning	Learning Support Worker; Youth Worker; Lecturer; Early Years Worker
Marine	Deckhand; Mate; Marine Pilot; Skipper
Professional and Technical	Social Worker; Planning Officer; Solicitor
Teaching	Head Teacher; Principal Teacher; Teacher
Trades and Operational	Supervisory Assistant; Janitor; Road Worker

The Employment Equalities Monitoring Report and Equal Pay Gap Information 2021 published at <https://www.shetland.gov.uk/strategy-performance/equality-diversity> sets out applications for employment in 2019/20, with posts broken down by these occupational categories. The data shows significant occupational segregation, and the Recruitment Team have identified vacancies where all, or most of the applications received are from one sex, for example all male applicants for a Modern Apprentice Joiner, and all female applicants for a Graduate Apprentice – Early Learning and Childcare. This information will be monitored and consideration given to positive action, where this can be justified in terms of the Equality Act 2010, and statutory guidance.

Horizontal Segregation

Close the Gap, Scotland's expert policy advocacy organisation for women's participation in the labour market, in its guidance explains that "**Horizontal Segregation** refers to the clustering of men and women into different **types** of work. In councils, this may mean that there are more women working in care and cleaning jobs, and more men working as maintenance workers".

In order to get a clear picture of occupational segregation in our organisation we have looked at this in relation to the differences in the distribution of women and men, disabled and non-disabled people and people from different minority racial groups across the broad occupational categories described above.

We use national census categories for ethnicity in our equality monitoring process. For data protection reasons, we have chosen to publish our ethnicity data using white ethnic group and black and minority ethnic group (BME).

There are some employees who prefer not to provide data on some protected characteristics, and this is apparent in regard to race and disability in the tables below. We will continue to encourage employees to share this information, providing reassurance on secure handling of the data and re-inforce the benefits to equality and diversity monitoring and action planning from high completion rates.

Horizontal Segregation by Sex & Broad Occupational Categories					
2015 – 2016 & 2019 - 2020	Female %		Male %		Total
Business Support					
2015/2016	473	82.4	101	17.6	574
2019/2020	451	82.6	95	17.4	546
Care					
2015/2016	704	89	87	11	791
2019/2020	632	88.64	81	11.36	713
Catering & Cleaning					
2015/2016	375	88.03	51	11.97	426
2019/2020	333	84.73	60	15.27	393
Leadership					
2015/2016	36	41.38	51	58.62	87
2019/2020	42	44.68	52	55.32	94
Learning					
2015/2016	408	85.71	68	14.29	476
2019/2020	457	88.74	58	11.26	515
Marine					
2015/2016	4	2.55	153	97.45	157
2019/2020	6	3.75	154	96.25	160
Professional & Technical					
2015/2016	95	57.23	71	42.77	166
2019/2020	81	51.92	75	48.08	156
Teacher					
2015/2016	389	78.11	109	21.89	498
2019/2020	368	79.83	93	20.17	461
Trades & Operational					
2015/2016	68	20.67	261	79.33	329
2019/2020	88	24.93	265	75.07	353
Total 15/16	3504				
Total 19/20	3430				

2019/2020 Category	Sex		Disability			Race		
	Female	Male	Not Disabled	Declared Disabled	No Disability Information	BME (Black & Minority Ethnic Group)	White*	No Race Information
Business Support	13.30%	2.80%	14.27%	0.68%	1.15%	0.27%	14.69%	1.15%
Care	18.64%	2.39%	17.75%	0.88%	2.39%	0.44%	18.37%	2.21%
Catering & Cleaning	9.82%	1.77%	9.17%	0.83%	1.59%	0.32%	9.85%	1.42%
Leadership	1.24%	1.53%	2.45%	0.18%	0.15%	0.03%	2.48%	0.27%
Learning	13.48%	1.71%	12.12%	0.65%	2.42%	0.12%	12.71%	2.36%
Marine	0.18%	4.54%	4.28%	0.15%	0.29%	0.03%	4.31%	0.38%
Professional & Technical	2.39%	2.21%	4.04%	0.29%	0.27%	0.06%	4.28%	0.27%
Teacher	10.85%	2.74%	11.35%	0.74%	1.50%	0.06%	12.06%	1.47%
Trades & Operational	2.60%	7.81%	7.93%	0.74%	1.74%	0.03%	9.11%	1.27%
Total	72.49%	27.51%	83.37%	5.13%	11.50%	1.36%	87.85%	10.79%

*Other British, British, English, Irish, Scottish or Other

2015/2016 Category	Sex		Disability			Race		
	Female	Male	Not Disabled	Declared Disabled	No Disability Information	BME (Black & Minority Ethnic Group)	White*	No Race Information
Business Support	13.50%	2.88%	15.24%	0.51%	0.63%	0.17%	15.76%	0.46%
Care	20.09%	2.48%	18.24%	1.17%	3.17%	0.46%	19.86%	2.25%
Catering & Cleaning	10.70%	1.46%	9.50%	0.91%	1.74%	0.49%	10.42%	1.26%
Leadership	1.03%	1.46%	2.23%	0.17%	0.09%	0.03%	2.37%	0.09%
Learning	11.64%	1.94%	10.93%	0.86%	1.80%	0.03%	12.21%	1.34%
Marine	0.11%	4.37%	4.34%	0.14%	0.00%	0.00%	4.48%	0.00%
Professional & Technical	2.71%	2.03%	4.20%	0.31%	0.23%	0.09%	4.53%	0.11%
Teacher	11.10%	3.11%	12.41%	0.68%	1.11%	0.03%	13.38%	0.80%
Trades & Operational	1.94%	7.45%	7.53%	0.91%	0.94%	0.09%	8.76%	0.54%
Total	72.83%	27.17%	84.62%	5.68%	9.70%	1.37%	91.78%	6.85%

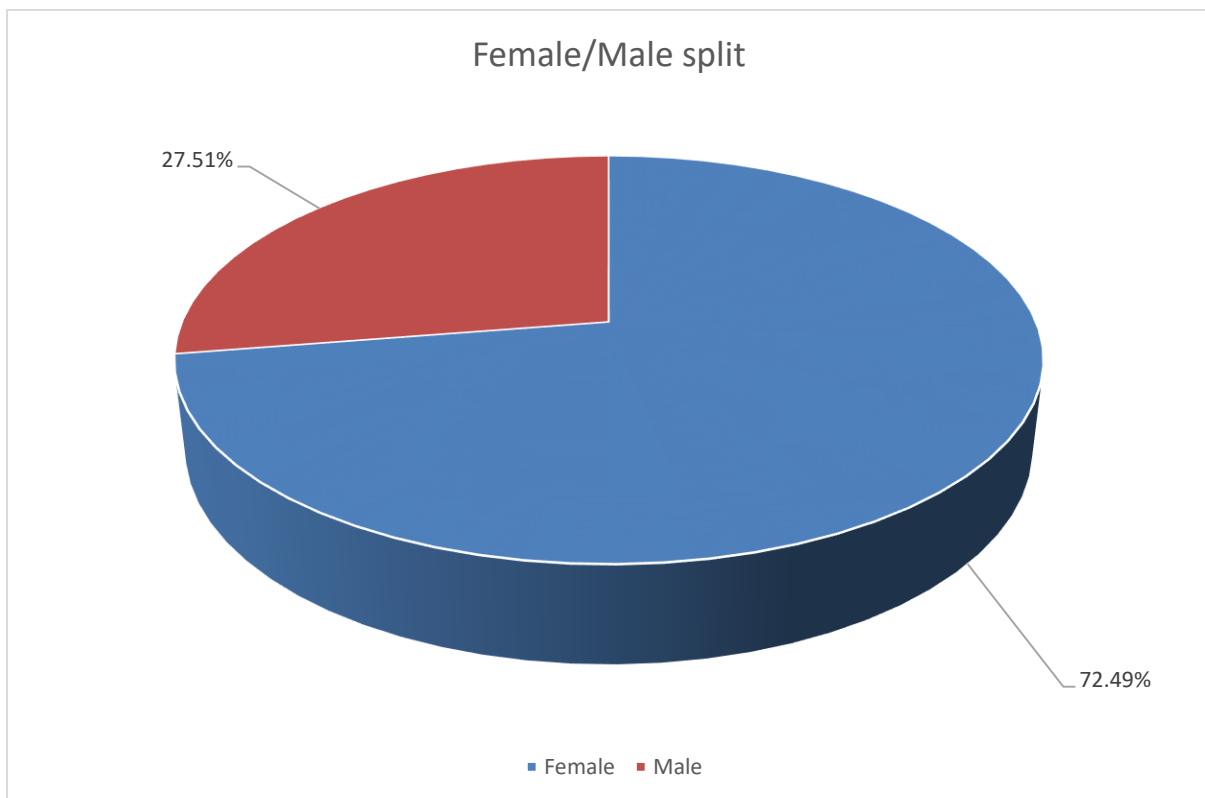
*Other British, British, English, Irish, Scottish or Other

Vertical Segregation

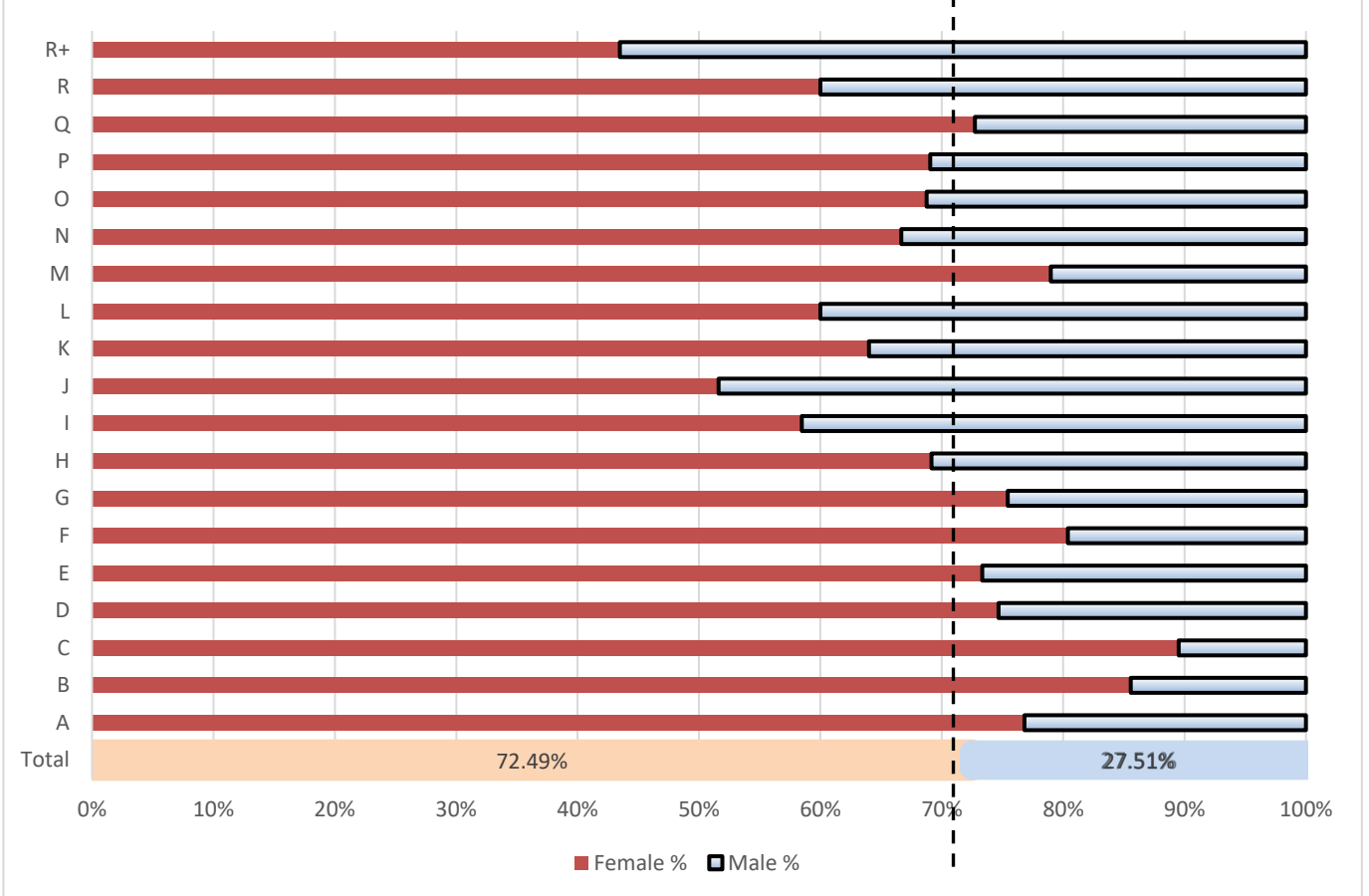
Close the Gap, in its guidance for reporting on gender and employment, equal pay, and occupational segregation explains that “**Vertical Segregation** refers to the clustering of men and women into different **levels** of work. In a public authority this means more men working as senior managers, and more women working in the lowest grades”.

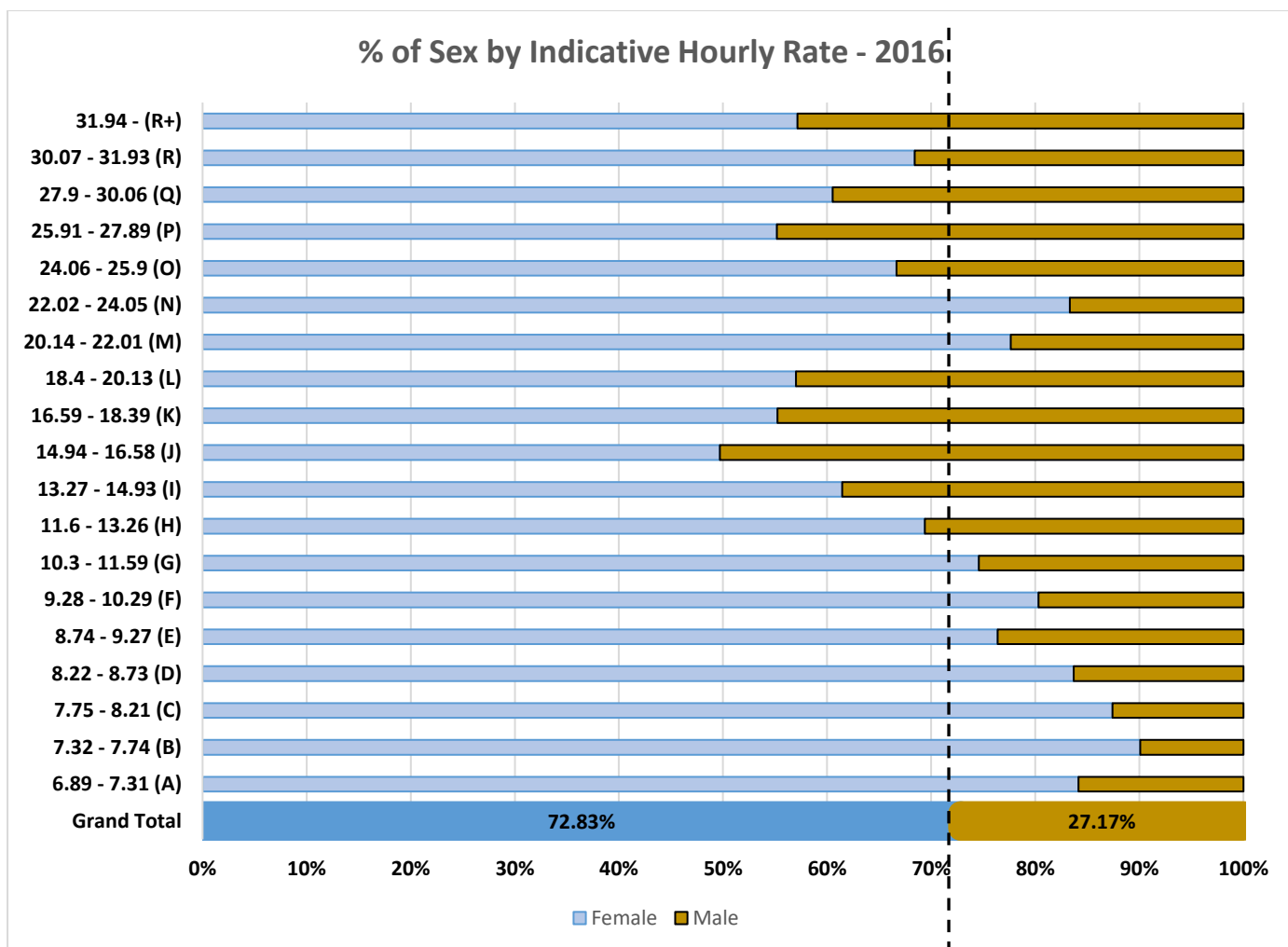
In order to identify vertical segregation on grounds of sex we have taken all contracted employees, including apprentices, who were employed during financial year 2019/2020 (not reliefs) and using their basic pay put this into the equivalent hourly rate as Single Status pay scales. This is split by sex and shows the percentage of men and women who fall into each of these wage levels.

The female/male split in 2019/2020 shows the typical Scottish local authority dominance of female employees:



% of sex by indicative hourly rate - 2020





Teachers

2015/2016	Number		Percentage		Teaching Sex 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%		

2019/2020	Number		Percentage		Teaching Sex Profile	
	Male	Female	Male	Female	Male	Female
Main Grade Teacher	59	295	16.67%	83.33%	20%	80%
Principal Teacher	17	32	34.69%	65.31%		
Head/Depute Teacher	15	33	31.25%	68.75%		