



Personnel Sub-Committee 23 April 2013

Equal Pay Audit

Purpose of report

This report provides an overview of the attached Equal Pay Audit.

1.0 Introduction

- 1.1 It is best practice to undertake an Equal Pay Audit every three years to ensure that all staff are paid equally and that no intentional or unintentional discrimination or bias has crept into the decisions made about how much people are paid.
- 1.2 This audit has followed the Equality and Human Rights Commission's guidance on undertaking an equality audit.

2.0 Audit outcome

- 2.1 Overall the ENC workforce is representative of the community it serves. Whilst there are a small number of recommendations for action, the evidence indicates that the Council is complying with equalities legislation and its own policies in respect of age, disability, gender and race.

5.0 Financial implications

- 5.1 There are no anticipated financial implications of this report.

6.0 Legal implications

- 6.1 There are no anticipated legal implications of this report.

7.0 Risk implications

- 7.1 The Equal Pay Audit has minimised risks of any future equal pay claims.

8.0 Equality implications

- 8.1 The Equal Pay Audit has provided evidence that the Council is complying with equalities legislation and its own policies in respect of age, disability, gender and race.

9.0 Recommendations

- 9.1 The Sub-Committee is recommended to note the contents of this report and the attached Equal Pay Audit.

Legal	Power: Local Government Act 1972.				
	Other considerations:				
Background Papers:					
Person Originating Report: Aime Armstrong - HR Manager					
Date: 9 April 2013					
CFO		MO		CX	



East
Northamptonshire
Council

Equal Pay Audit



2013

1. Introduction

- 1.1. It is best practice to undertake an Equal Pay Audit every three years to ensure that all staff are paid equally and that no intentional or unintentional discrimination or bias has crept into the decisions made about how much people are paid.
- 1.2. In line with the Equality & Human Rights Commission's guidance on equal pay audits, this audit has included the following six steps:
 - Determine scope of the audit and the data required.
 - Identify where employees in protected groups are doing equal work.
 - Collect and compare pay data to identify any significant equal pay gaps.
 - Establish the causes of any significant pay gaps and decide whether these are free from discrimination.
 - Develop an equal pay action plan.
 - Implement the equal pay action plan.
- 1.3. The Corporate Management Team (CMT), UNISON and members of the HR and Policy & Performance team were included in the discussions and planning of the audit.
- 1.4. The date used for comparison of data was 1 October 2012. On this date ENC employed 198 staff (not including casuals) which equated to 176 full time equivalent posts.

2. Preparing for the audit

- 2.1. There are 9 characteristics protected under the Equality Act 2010;
 - **Age**
 - **Disability**
 - **Sex (gender)**
 - **Race**
 - Sexual orientation
 - Religion and belief
 - Pregnancy and maternity
 - Marriage and civil partnership
 - Gender Reassignment
- 2.2. It was agreed by CMT that this audit would focus on the first four; age, disability, gender and race. The intention is to broaden this to all 9 characteristics in a future audit. CMT decided to focus on these four because the data was available, and the numbers were high enough to allow meaningful analysis.
- 2.3. The scope of the audit was limited to staff directly employed by ENC. This did not include Members, or elections staff appointed by the Returning Officer.
- 2.4. CMT accepted that the current job evaluation scheme¹ is a fair method of determining "equal work".

¹ The NJC scheme is nationally recognised by UNISON and was implemented on 1 April 2007 at ENC as part of single status.

2.5. In order to test whether pay is equal, the audit asked 4 questions:

- Does the overall profile of ENC staff suggest any inequalities?
- Are all post holders being paid at the grade determined by the job evaluation process?
- Is the spinal point people are being appointed at being applied equally?
- Were any additional payments paid between 1 April 2011 and 31 March 2012 awarded equally?

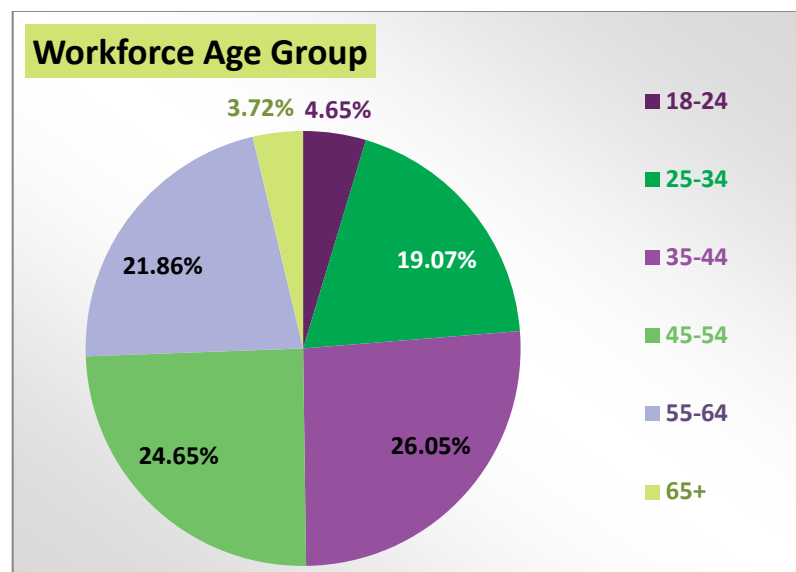
2.6. In order to ensure that the analysis was as accurate as possible, all staff were sent a copy of their personal data and asked to return it with any amendments or errors. 84% of staff returned their data forms, thus ensuring that the data we have is largely accurate.

3. ENC profile

3.1. Age

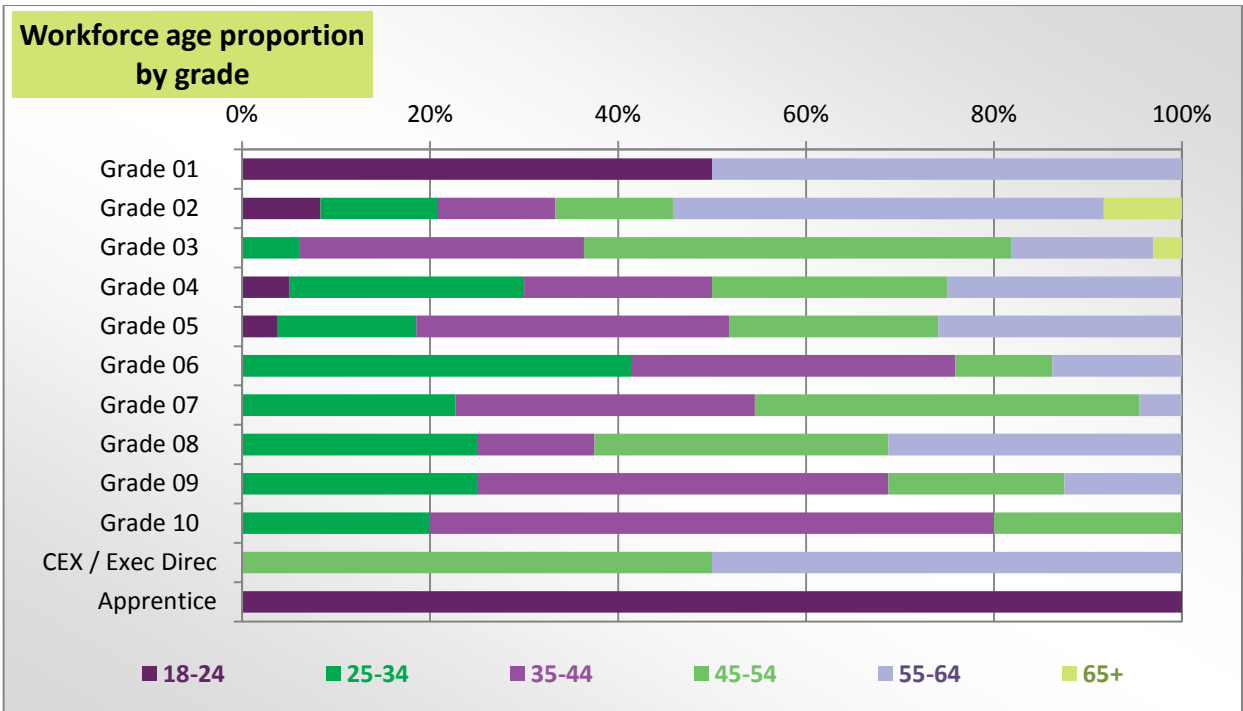
3.2. The workforce profile shows that around 10% of staff are either under 25 or over 65. This shows that we are both encouraging younger staff to come and work for us, and that staff feel comfortable working at ENC beyond 65.

3.3. The rest of the workforce is fairly evenly distributed across the age groups. It is worth noting from a succession planning perspective that around a quarter of staff may choose to retire over the next 10 years.



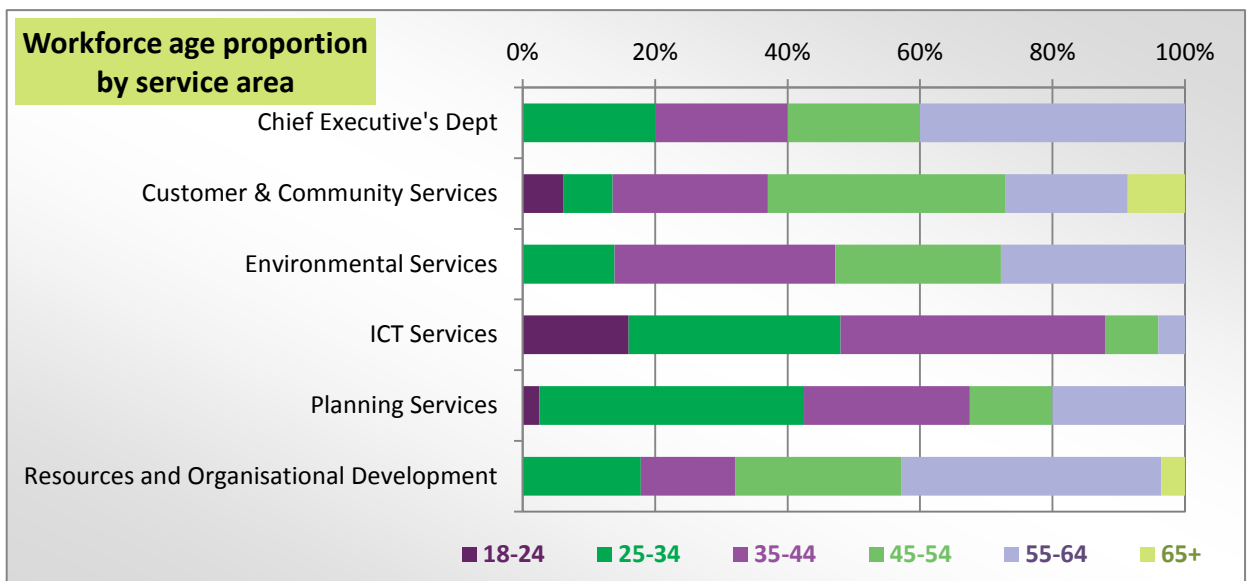
3.4. The following observations can be made from the age profile of staff across the grades:

- Staff aged over 65 are all in grades 2 and 3.
- There are a relatively high number of people under 45 in grades 9 and 10. (69% in grade 9 and 80% in grade 10).



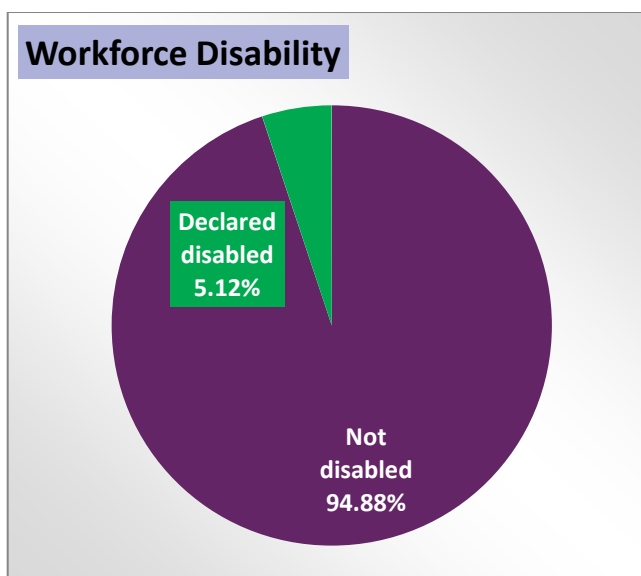
3.5. The age profiles vary considerably across different services.

- ICT has the youngest workforce with 48% of the service aged 34 or younger and only 12% of the service aged 45 or above.
- ROD has the oldest workforce with only 32% under 45 years old.



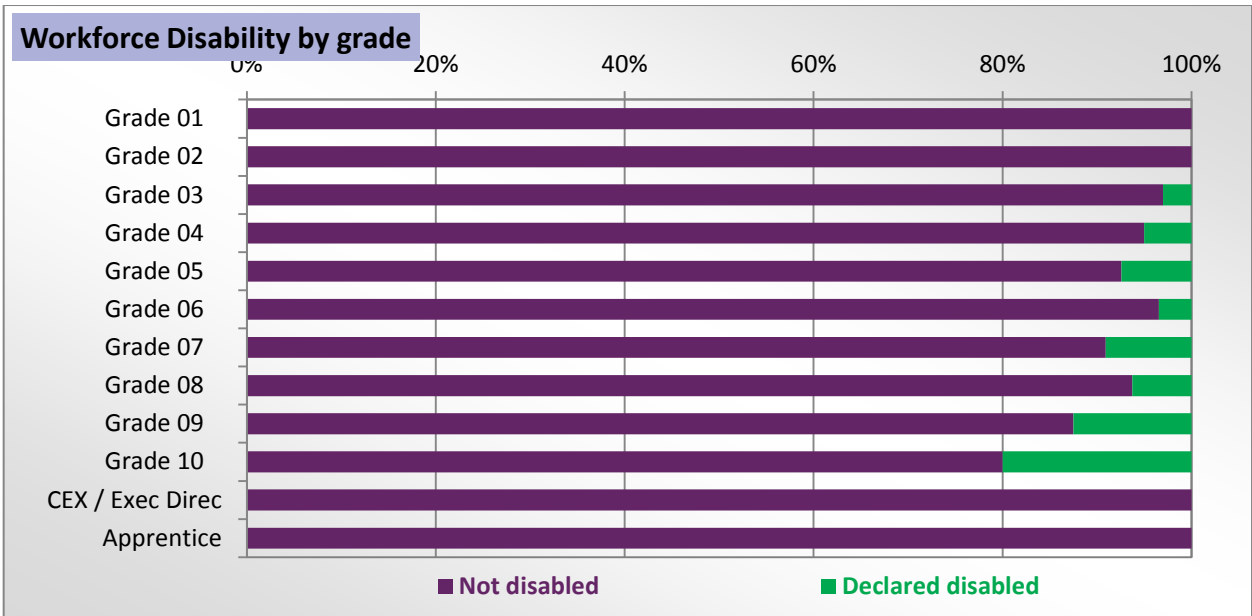
3.6. Disability

- 3.7. Just over 5% of the ENC workforce considers themselves to have a disability. The 2011 census found that 7.1% of people of working age in the district stated that their day-to-day activities were limited a little or a lot because of a health problem or disability. According to the Office for Disability Issues in 2012, 46.3%² of working aged people with a disability are in work.
- 3.8. It is challenging to draw an absolute conclusion from this data as the information is not entirely comparable (not everyone who stated that their day-to-day activities were limited in some way would necessarily consider themselves to have a disability). However, it would be reasonable to conclude that we have a broadly representative workforce in relation to disability.
- 3.9. We should continue to ensure that disabled applicants feel comfortable applying to work at ENC and that ENC is a supportive environment for those with a disability.



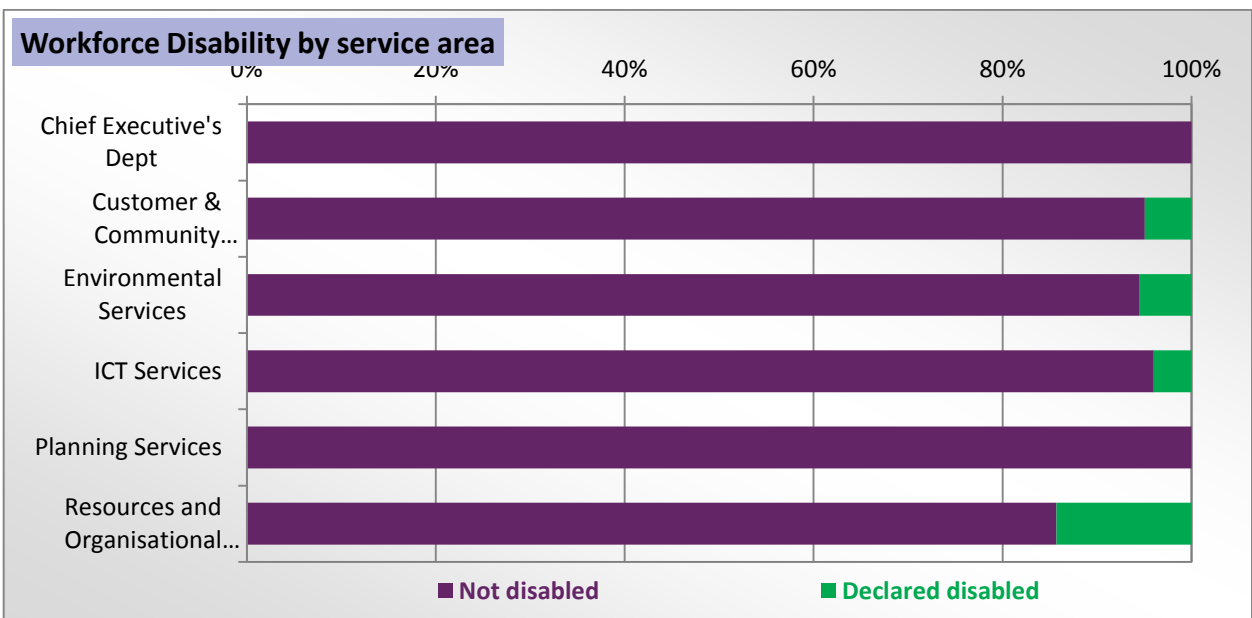
- 3.10. The graph below shows that the proportion of staff with a disability generally increases with grade. Whilst 20% at Grade 10 indicates 1 person, which is not statistically significant, the other grades do suggest a real increase. It is not clear from the data why this might be, but there is no obvious indication of discrimination, in fact quite the opposite, it shows that having a disability is no barrier to progression at ENC.

² <http://odi.dwp.gov.uk/disability-statistics-and-research/disability-facts-and-figures.php#imp>



3.11. ROD has the highest proportion of staff with a disability (at 14%). CCS, Environmental Services and ICT are all broadly similar at 5%, 5.5% and 4% respectively. Whilst the Chief Executive’s department has no members of staff with a disability, there are only 5 members of staff in the department.

3.12. Planning Services have 40 staff, but none have declared themselves as having a disability. This could be accurate, or there may be some other reason for the result like a lack of understanding about the definition of a disability. When the results of the survey are published, information about the definition of a disability will be communicated to employees along with information about how personnel records can be updated.



3.13. Sex (gender)

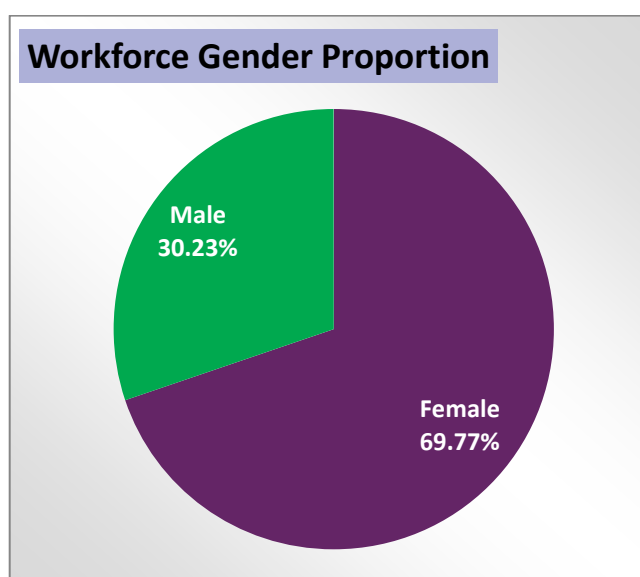
3.14. There is a significant imbalance between men and women working at ENC, with more than twice as many women than men being employed (70% compared with 30%). This is a ratio common across the public sector.

3.15. According to the Office for National Statistics³, at the end of 2012:

- **75.9% of Local Authority employees across the UK were women**
- **66% of Local Authority employees across the East Midlands were women**
- **52% of Local Authority employees across shire districts were women**

3.16. These statistics therefore suggest that ENC:

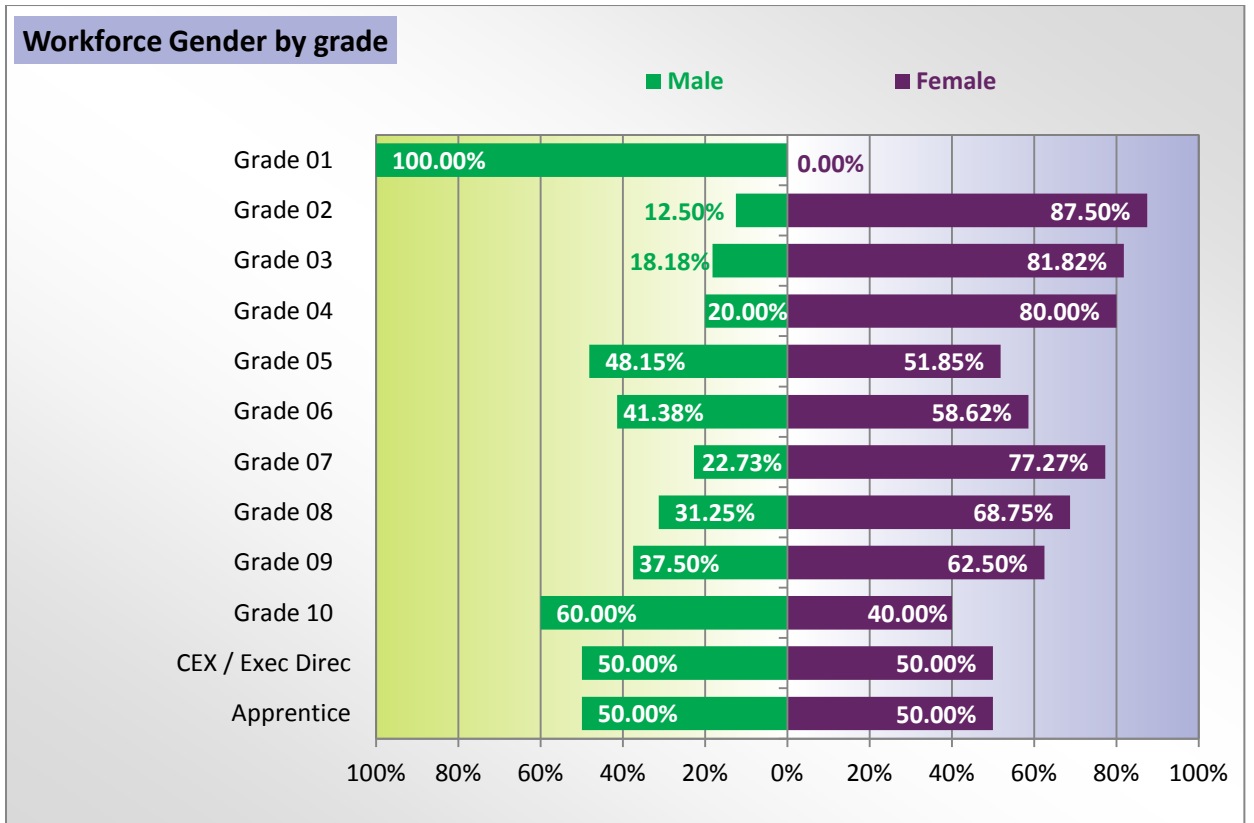
- Does not mirror the gender distribution of the district.
- But is broadly comparable with other Local Authorities across the UK and region.



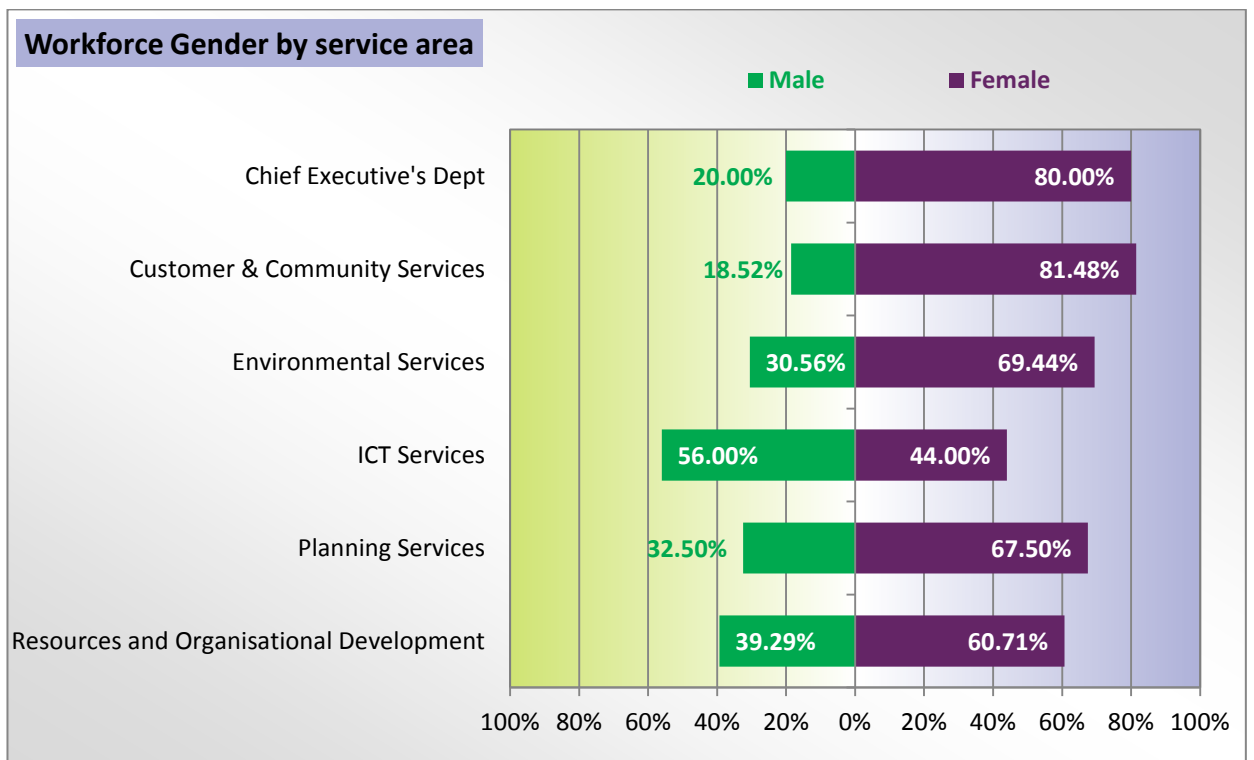
3.17. At grades 2, 3 and 4 the proportion of women is even higher than across ENC generally (at 87.5%, 81.9% and 80% respectively).

3.18. The gender of CMT broadly represents the population.

³ http://www.local.gov.uk/web/guest/local-government-intelligence/-/journal_content/56/10171/2991184/

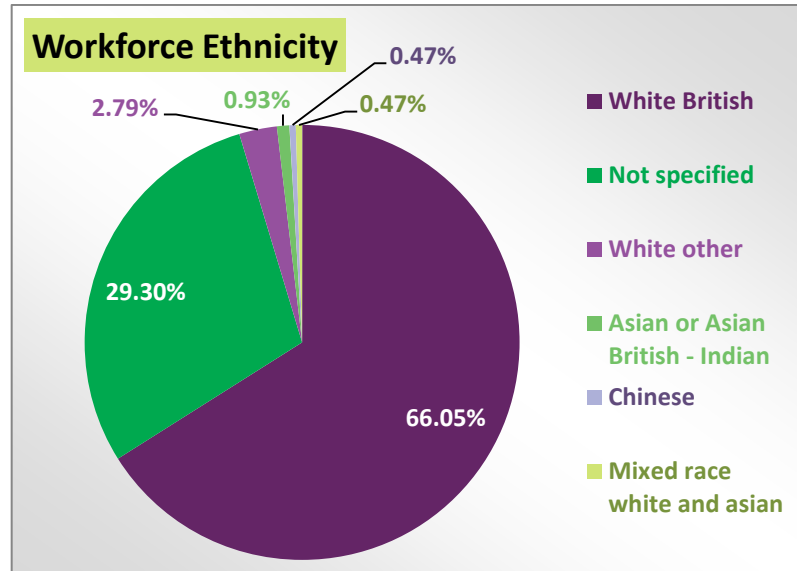


3.19. Environmental services, planning and ROD follow the general trend of about two thirds of staff being women. This is considerably lower (at 44%) in ICT and considerably higher in CCS and the Chief Executive's Department at 81% and 80% respectively.



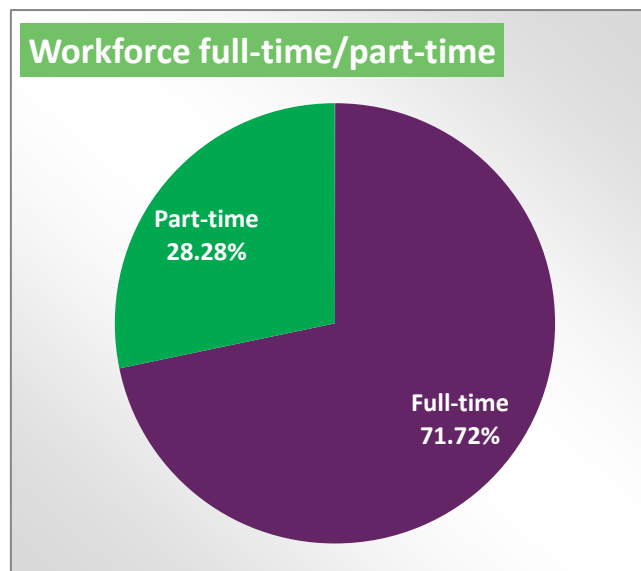
3.20. Race

3.21. A large proportion of our workforce (29%) chose not to specify their ethnicity. Of those that have declared their ethnicity, 93.4% are White British and 6.6% are of another ethnicity. This almost exactly mirrors East Northamptonshire district. The 2011 census reported that 93.5% of people in the district are White British. We can therefore conclude that, of the staff whose ethnicity we know, staff represent the community we serve in relation to ethnicity.

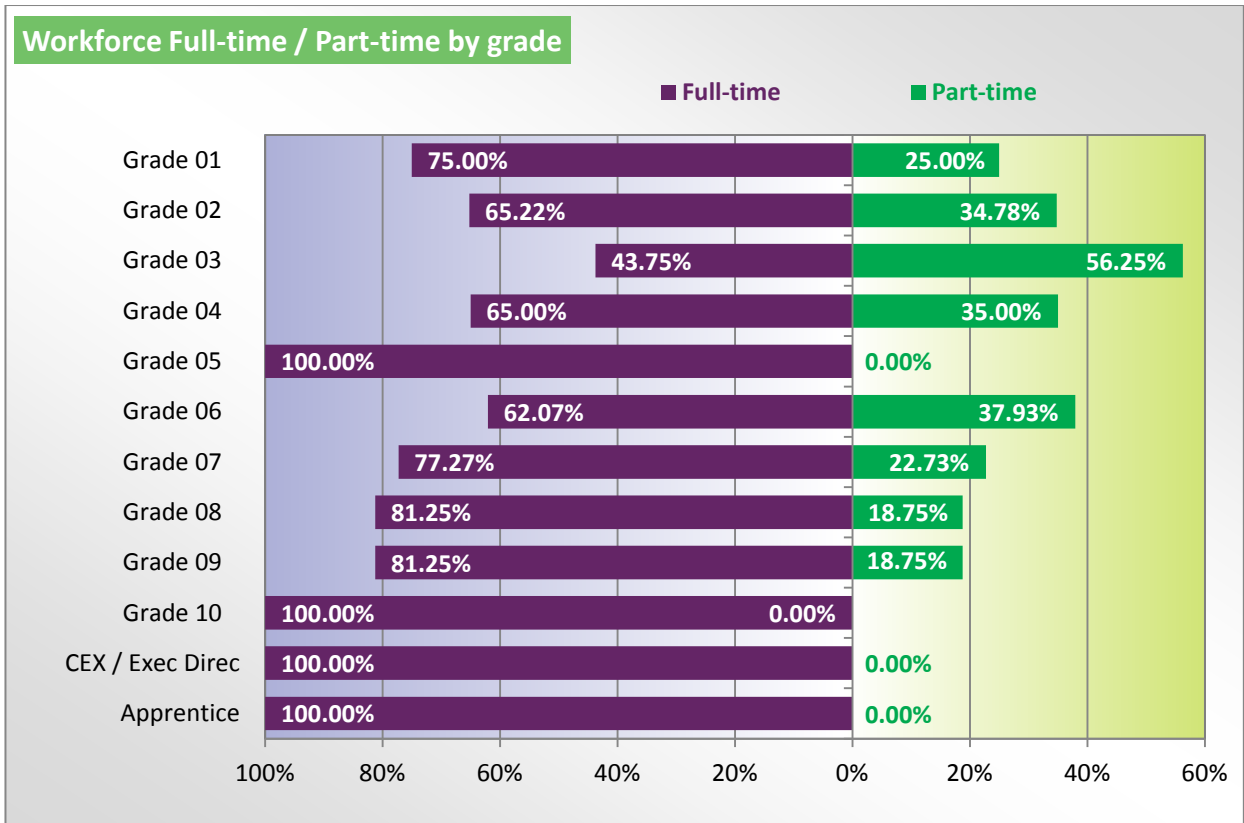


3.22. Full time/part time

3.23. Almost a third of ENC staff (28.28%) work part time.



3.24. The graph below shows that part time opportunities have been taken advantage of at almost all levels.



4. Equal work for equal pay

4.1. As part of this audit every member of staff's current salary was checked against the grade their post was evaluated at.

4.2. All staff are being paid in accordance with the grade their post was evaluated against. The only exception to this is some staff in ICT who were TUPE⁴ transferred from Wellingborough and are therefore entitled to be paid at their previous rate.

5. Appointment

5.1. 21 new staff were appointed between 1 October 2011 and 30 September 2012. There are no reportable correlations between the spinal point people were appointed at and age, ethnicity or disability.

5.2. However, there was a difference when gender was examined. 21 people were appointed; 12 of those (57%) were female and 9 (43%) were male. 92% (11) of women were appointed at the bottom of the scale, only 1 asked to be appointed at higher than the bottom however. In contrast 44% (4) of men were appointed at the bottom of the scale. The table below shows this data.

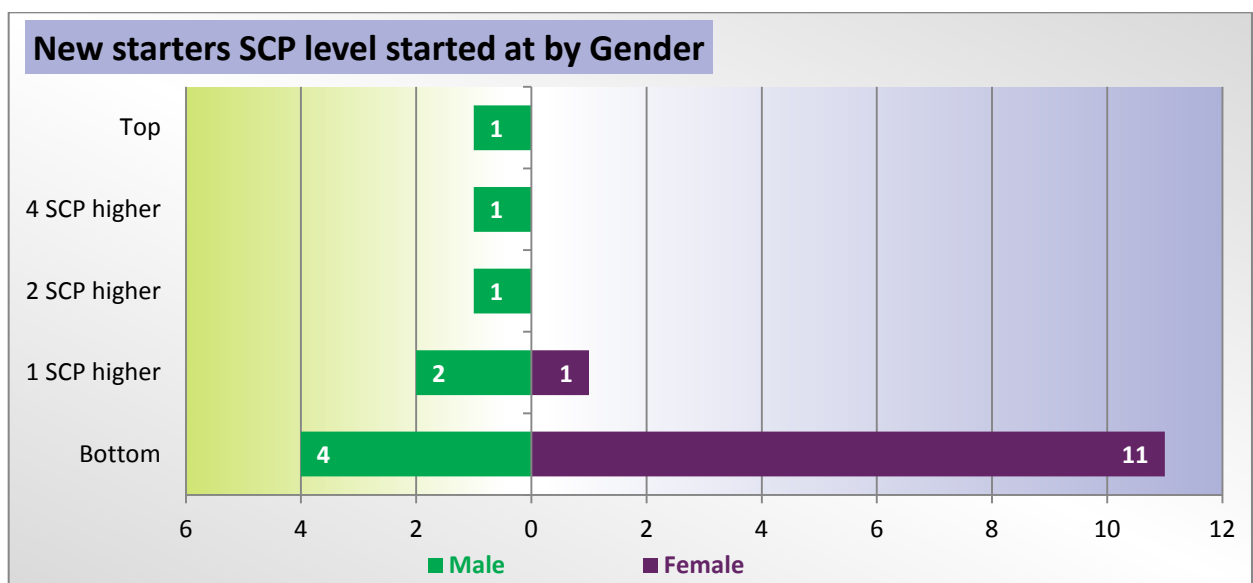
5.3. On reviewing the process for making these appointments it was noted that:

⁴ Transfer of Undertakings and Protection of Employment Regulations

- There was a reason for each individual being appointed at a point higher than the bottom, and the appropriate authorisation was made for each decision.
- All requests by staff/managers for appointment at higher than the bottom point were approved.

5.4. Therefore it does not appear that there was any discrimination in the decision to appoint more men to higher points in the scale. What does seem to be the case is that more men asked to be appointed at a salary higher than the bottom of the scale. Our recruitment advertising currently states that new appointments will generally be made at the bottom of the scale.

5.5. As this is the first year that this assessment has been undertaken, there are no facts, or on going trends, to suggest this represents a problem. However, the process of agreeing starting salaries and training for recruiting managers will be provided and increased monitoring will take place.



6. Additional payments

6.1. Four types of permanent additional payment were identified: essential car user allowance, first aid allowance, salary protection and an additional payment for acting as deputy s151 lead. No trends were identified and there appears to be no evidence of bias in their allocation.

7. Next steps

7.1. The following recommendations are made for action/review:

- Determine the reasons for the lack of staff with a disability in Planning Services.
- Monitor the gender balance of requests and new appointments made above the bottom of the grade.
- Undertake a further equal pay audit by the end of March 2016

8. Conclusion

8.1. Overall the ENC workforce is representative of the community it serves. Whilst there are a small number of recommendations for action, the evidence indicates that the Council is complying with equalities legislation and its own policies in respect of age, disability, gender and race.